

Office of the State Public Defender Administrative Policies

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1.0 POLICY

- 1.1** All attorneys employed by the Office of Public Defender shall maintain and report work time for each case to which they are assigned.
- 1.2** In maintaining and reporting time, each attorney will:
 - A. Report time worked on each case on a bi-weekly basis consistent with pay periods;
 - B. Designate each case by:
 - i. Office of Public Defender number and
 - ii. Amount of time spent during each week;
 - C. Report time in increments of .10 of an hour;
 - D. Transmit electronically, by the Monday of the following week, the compilation of time worked on each case to the regional administrative assistant or public defender office manager on the forms provided.

2.0 CLOSING

Questions about this policy should be directed to the State Office at the following address:

Office of the State Public Defender
Administrative Service Division
44 West Park
Butte, MT 59701
Phone 406-496-6080